

**2021-2022  
Biennium  
Vermont Lobbying  
Information System**

**Registration Renewal Instructions**  
*& other basic information*



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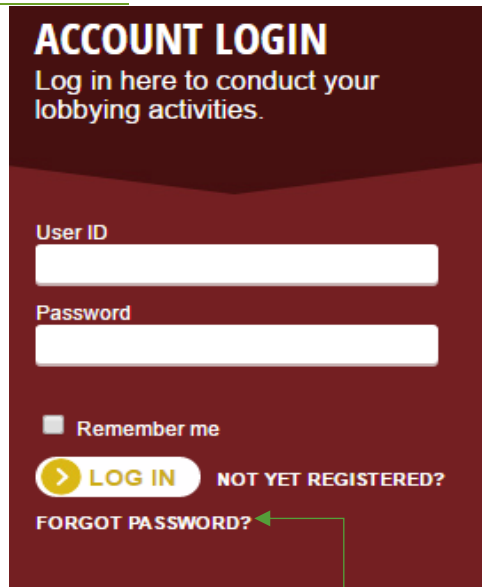
*James C. Condos  
Secretary of State  
128 State Street  
Montpelier, VT 05633-1101*

## I. Introduction

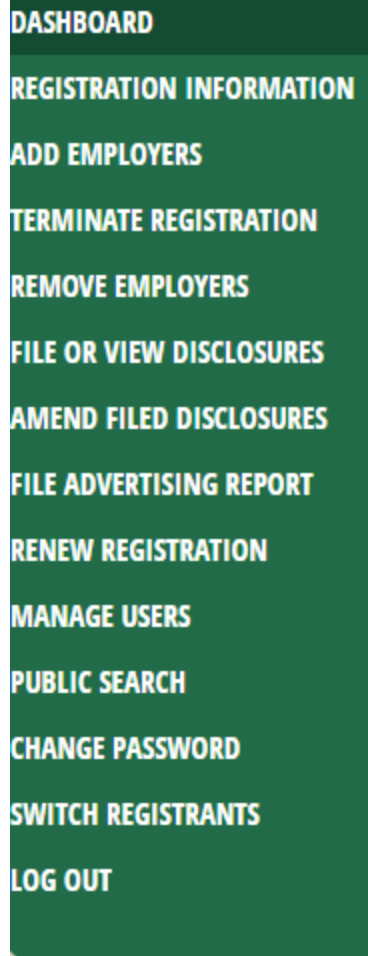
1. The State of Vermont is approaching the fourth biennium with our online lobbyist registration and disclosure filing system, which has allowed for easier accessibility and transparency in all facets of use and reviewing information.
2. During the 2019-2020 Biennium, there have been 631 registered lobbyists, 510 registered lobbyist employers and 25 lobbying firms.
3. **Please note: These instructions are solely for RENEWING the past biennium's information. If you are going to register in a different capacity for the new biennium, you will need to register as a new entity.**

## II. How do I renew my registration as a lobbyist/lobbyist employer for the new Biennium?

1. If you had previously been registered during the 2019-2020 biennium as a lobbyist or lobbyist employer, it is easy to renew your registration in the Lobbying Information System.
2. You will use the same login information to enter into the system (i.e. your email address is your user ID and your password remains the same).
3. <https://lobbying.sec.state.vt.us/>



4. If you have trouble logging in, please utilize the “forgot password” prompt.
5. Once you enter your account, you will see your dashboard. On the left hand side, there is a list of actions that you can take. A little more than ½ way down the list, you will see the option “Renew Registration”.



6. Click on “Renew Registration” and it will take you to your “Lobbyist/Lobbyist Employer” information, which will be pre-populated with the prior Biennium’s information. At this point, you may make any necessary changes to your address, phone number, email address, etc. The same photo (for lobbyists) that you had used in the prior biennium will remain uploaded. If everything remains the same, you may simply hit “continue”.

(Please view image for example)

**RENEW LOBBYIST** 2014 – 2016 HOME HELP

steps: LOBBYIST EMPLOYER/FIRM REVIEW PAYMENT CONFIRMATION

**LOBBYIST INFORMATION** \* = required field

\*First Name: John \*Last Name: Doe  
 Middle Name: \*Lobbyist Email: l@l.com  
 \*Phone: 802-888-8888 Fax: -- --  
 \*Biennium: 2017 - 2018 \*Upload Photo: Choose File 11933424\_1...8890\_n.jpg Carol Allocco 2015.jpeg

**Mailing Address:**

\*Street Address: PO Box 111 (street number, street name, or PO Box.) Address Line 2:  
 \*City: Montpelier \*State: Vermont  
 \*Zip: 05601

CANCEL CONTINUE

- The next screen will be where you can add lobbyist(s) or lobbyist employer information. At this point, you may either add new lobbyists or lobbyist employers. You may also hit the “delete” button in order to remove any obsolete information. This is not a termination, just a removal of that entity from your listing. However, if everything remains the same as the prior biennium, you may click the edit button and update the “date lobbying commenced” (first date of the new biennium, NOT first date of actual employment) and then “update employer list”. This will populate the necessary information.

(Please view image for example)

**RENEW LOBBYIST** 2014 – 2016 HOME HELP

steps: LOBBYIST EMPLOYER/FIRM REVIEW PAYMENT CONFIRMATION

**EMPLOYER INFORMATION**

Search Employer: Click here if employer not found  
 \*Employer Name: Johnson & Johnson  
 Associated Entity (if any):  
 \*Date Lobbying Commenced: 01/01/2017  
 \*Subject Matter: Jan 2017 ADD

You may add more than one subject matter of Employment.

Su	Mo	Tu	We	Th	Fr	Sa	Action
1	2	3	4	5	6	7	DELETE
8	9	10	11	12	13	14	DELETE
15	16	17	18	19	20	21	DELETE
22	23	24	25	26	27	28	
29	30	31					

UPDATE EMPLOYER LIST

Employer Name	Date Lobbying Commenced	Subject Matter of Employment	Status	Actions
Johnson & Johnson		Pharmaceuticals, Health Care, Health Care	Active	EDIT DELETE

Note: You may add more than one Employer.

I am registering as a lobbyist for the first time for the legislative biennium, and the initial registration fee of \$60.00 plus \$15.00 for each lobbyist employer listed is included with this registration.

BACK CONTINUE

8. After this data populates, please hit the “continue” button. The next page will have your completed registration form filled out.

(Please view image for example)

The screenshot shows the 'RENEW LOBBYIST' form with the following sections:

- steps:** LOBBYIST > EMPLOYER/FIRM > REVIEW > PAYMENT > CONFIRMATION
- LOBBYIST INFORMATION:**
  - Lobbyist Name: Carol Allocco
  - Address: PO Box 11553
  - City, State, and Zip: Albany, New York 12211
  - Email Address: l@l.com (User ID)
  - Phone: 518-432-8636
  - Fax:
- EMPLOYER INFORMATION:**

Employer Name	Date Lobbying Commenced	Subject Matter of Employment	Status
Johnson & Johnson	01/01/2017	Pharmaceuticals, Health Care, Health Care	Active
- PAYMENT INFORMATION:**
  - Registration Fee: \$60.00
  - Listing Fee: 1 x \$15.00 = \$15.00
  - Total Payment: \$75.00
- ACCEPT:**

☐ I hereby certify, under the pains and penalties of perjury, that the information provided is true and accurate to the best of my knowledge, information, and belief. By checking this box, no signature is needed and I agree to the terms and conditions under Vermont law.
- Navigation:** < BACK (disabled) and > CONTINUE (active)

9. **If all of the information looks correct** on this form, click the checkbox underneath the word “Accept” and then proceed to the “Continue” button.

10. **If any of the information is not correct**, please use the “Back” button and return to the prior screen in order to fix it.

11. The **final step** in the registration process is the payment information, which will be on the next screen.

Please view image for example)

The screenshot shows the 'PAYMENT' form with the following sections:

- steps:** LOBBYIST > EMPLOYER/FIRM > REVIEW > PAYMENT > CONFIRMATION
- PAYMENT:**
  - I would like to pay using: ☒ Credit Card ☐ eCheck
  - Total Amount: Total Payment Amount: \$75.00
  - Credit Card Information:**
    - \*Credit Card Number: [input field]
    - \*First Name: [input field]
    - \*Last Name: [input field]
    - \*Expiration Date: Month: [dropdown] Year: [dropdown]
    - \*Security Code: [input field] [What is this?](#)
  - Billing Address:** ☒ Same as Registered Address ☐ Overseas Address
    - \*Street Address: [input field]
    - \*City: [input field]
    - \*State: -- Select State -- [dropdown]
    - \*Zip: [input field]
- Logos:** VISA, MasterCard, AMERICAN EXPRESS, DISCOVER NETWORK
- Navigation:** < BACK (disabled) and > PAY & REGISTER (active)

12. Please remember that you may always utilize the “back” button. However, once you hit “Pay & Register” your transaction has been completed.

13. After completion, you will see this screen:

The screenshot shows a web interface for renewing lobbyist registration. At the top, there's a header with 'RENEW LOBBYIST' on the left and '2015 - 2016' with a 'HOME' link on the right. Below the header is a progress bar with steps: LOBBYIST, EMPLOYER/FIRM, REVIEW, PAYMENT, and CONFIRMATION. The 'CONFIRMATION' step is active. The main content area has a green checkmark icon and an 'Important Note' section. The note contains three points: 1. The system shows that you already have a user account [l@l.com](#) with Vermont Office of the Secretary of State – Elections Division. 2. If you don't have your password, please click on "FORGOT PASSWORD?" to reset your password. 3. Please note, any employers you have listed on your registration are required to file a separate employer registration. This registration is effective only for the lobbyist identified and does not serve as a registration for the employers listed. Below the note, it says 'Lobbyist Registration Renewal Successfully Completed'. There are links for 'Payment Confirmation Number', 'Print the following report:', and 'Lobbyist Renew Registration Report'. A 'PRINT PREVIEW' button is at the bottom left. A 'BACK TO DASHBOARD' button is at the bottom right.

14. Your user ID and password will remain the same.

15. Please click on “Print Preview” in order to generate a pdf of your registration. You can also print and save this for your records.

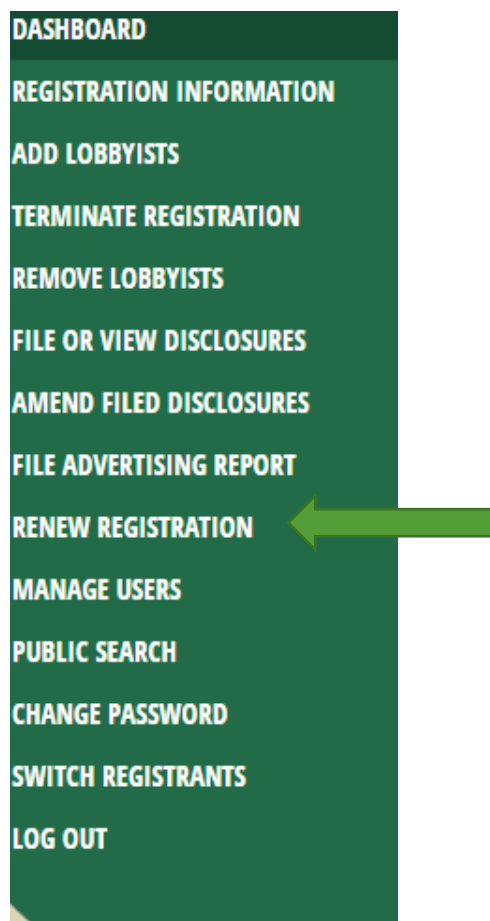
16. **You have successfully registered for the 2021-2022 biennium.**

17. After you have gone through the process of registering for the 2021-2022 biennium, each time that you log into the Lobbyist Information System, you will have the option to choose all of your past information for the 2015-2016, 2017-2018 and 2019-2020 bienniums. This allows you to go in and look at your past history as well as utilize the data in the current biennium. Please refer to the screenshot below:

The screenshot shows a dropdown menu for selecting a biennium. The text '\*PLEASE CHOOSE BIENNIUM:' is followed by a dropdown menu currently showing '2017 - 2018'. Below this, there is a text label '(You will choose the 2021-2022 Biennium)' and another dropdown menu labeled 'Biennium:' which is currently showing '2021 - 2022'.

### III. Lobbying Firm Registration Renewal

1. As with the lobbyist/lobbyist employer login, your login information remains the same. You do NOT need to re-register as a “NEW lobbying firm.”
2. When you log in, you will see the option on the left-hand column “Renew Registration”



- When you choose the “Renew Registration” button, you will be directed to your Lobbying Firm account information. It will be pre-populated with the data that was included during the 2020-2021 Biennium. If nothing has changed, you simply just need to click “continue”. Otherwise, go ahead and update any pertinent data and then choose “continue”.

**RENEW LOBBYING FIRM** 2015 – 2016 [HOME](#) [HELP](#)

steps: LOBBYING FIRM LOBBYIST REVIEW PAYMENT CONFIRMATION

**LOBBYING FIRM INFORMATION** \* = required field

\* Name of Lobbying Firm: MMR, LLC

\* Contact First Name: Donna

\* Contact Last Name: Aldighetti

\* Phone: 802-225-3100

\* Email: f@f.com

\* Biennium: 2017 - 2018

**Mailing Address:**

\* Street Address: 45 Court Street (street number, street name, or PO Box.)

\* City: Montpelier

\* State: Vermont

\* Zip: 05602

Address Line 2:

[CANCEL](#) [CONTINUE](#)

- The next screen brings you to your lobbyist information. Again, it will be pre-populated with the lobbyist information from the last biennium. Any additions or changes may be made here. If everything is the same, simply click “continue”. (Please remember, at any time, you may use the “back” button if necessary.)

**RENEW LOBBYING FIRM** 2015 – 2016 [HOME](#) [HELP](#)

steps: LOBBYING FIRM LOBBYIST REVIEW PAYMENT CONFIRMATION

**LOBBYIST INFORMATION** \* = required field

\* Search Lobbyist: (Last, First Middle)

\* First Name:

\* Last Name:

\* Street Address: (street number, street name, or PO Box.)

\* City:

\* State: Vermont

\* Zip:

[Click here if lobbyist not found](#)

[ADD TO LIST](#)

First Name	Last Name	Address	Status	Actions
Andrew	MacLean	45 Court Street, Montpelier, VT 05602	Active	<a href="#">DELETE</a>
Chris	Rice	45 Court Street, Montpelier, VT 05602	Active	<a href="#">DELETE</a>
Heidi	Tringe	45 Court St., Montpelier, VT 05602	Active	<a href="#">DELETE</a>
Warren	Coleman	45 Court Street, Montpelier, VT 05602	Active	<a href="#">DELETE</a>
Laura	Pelosi	45 Court Street, Montpelier, VT 05602	Active	<a href="#">DELETE</a>
Matt	McMahon	45 Court Street, Montpelier, VT 05602	Active	<a href="#">DELETE</a>

Note: You may add more than one Lobbyist.

A lobbying firm is "a sole proprietorship, partnership, corporation, limited liability corporation, or unincorporated association which receives or is entitled to receive \$500.00 or more in monetary or in-kind compensation for engaging in lobbying, either personally or through its agents, in any calendar year and employs more than one individual lobbyist, contracts with at least one other lobbyist, or is affiliated with at least one other lobbyist."

A lobbying firm is "a sole proprietorship, partnership, corporation, limited liability corporation, or unincorporated association which receives or is entitled to receive \$500.00 or more in monetary or in-kind compensation for engaging in lobbying, either personally or through its agents, in any calendar year and employs more than one individual lobbyist, contracts with at least one other lobbyist, or is affiliated with at least one other lobbyist."

Every lobbying firm shall pay an initial listing fee of \$150.00

[3 BACK](#) [CONTINUE](#)



5. The renewal fee for the 2021-2022 Biennium is \$150, regardless of whether or not you have added new lobbyists or if your lobbyists are still the same as the prior biennium. When you click continue, you will see the following screen:

steps: LOBBYING FIRM > LOBBYIST > REVIEW > PAYMENT > CONFIRMATION

**LOBBYING FIRM INFORMATION**

Lobbying Firm Name: MMR, LLC  
Address: 45 Court Street  
City, State, and Zip: Montpelier, Vermont 05602  
Email Address: [fgt.com](mailto:fgt.com) (User ID)  
Phone: 802-225-3100  
Fax:

**LOBBYIST INFORMATION**

First Name	Last Name	Address
Andrew	MacLean	45 Court Street, Montpelier, VT 05602
Chris	Rice	45 Court Street, Montpelier, VT 05602
Heidi	Tringe	45 Court St., Montpelier, VT 05602
Warren	Coleman	45 Court Street, Montpelier, VT 05602
Laura	Pelosi	45 Court Street, Montpelier, VT 05602
Matt	McMahon	45 Court Street, Montpelier, VT 05602

**PAYMENT INFORMATION**

Initial Listing Fee: \$150.00

**ACCEPT**

☐ I hereby certify, under the pains and penalties of perjury, that the information provided is true and accurate to the best of my knowledge, information, and belief. By checking this box, no signature is needed and I agree to the terms and conditions under Vermont law.

[BACK](#) [CONTINUE](#)

6. Please click on the “accept” box and then “continue” to proceed to payment.

7. Your next screen is the payment information screen. Please enter this information and your firm registration will be complete.

steps: LOBBYIST > EMPLOYER/FIRM > REVIEW > PAYMENT > CONFIRMATION

**PAYMENT** \* = required field

I would like to pay using: ☒ Credit Card ☐ eCheck





Total Amount: Total Payment Amount: \$75.00

Credit Card Information:

\*Credit Card Number:   
\*First Name:   
\*Last Name:   
\*Expiration Date: Month:  Year:   
\*Security Code:  [What is this?](#)

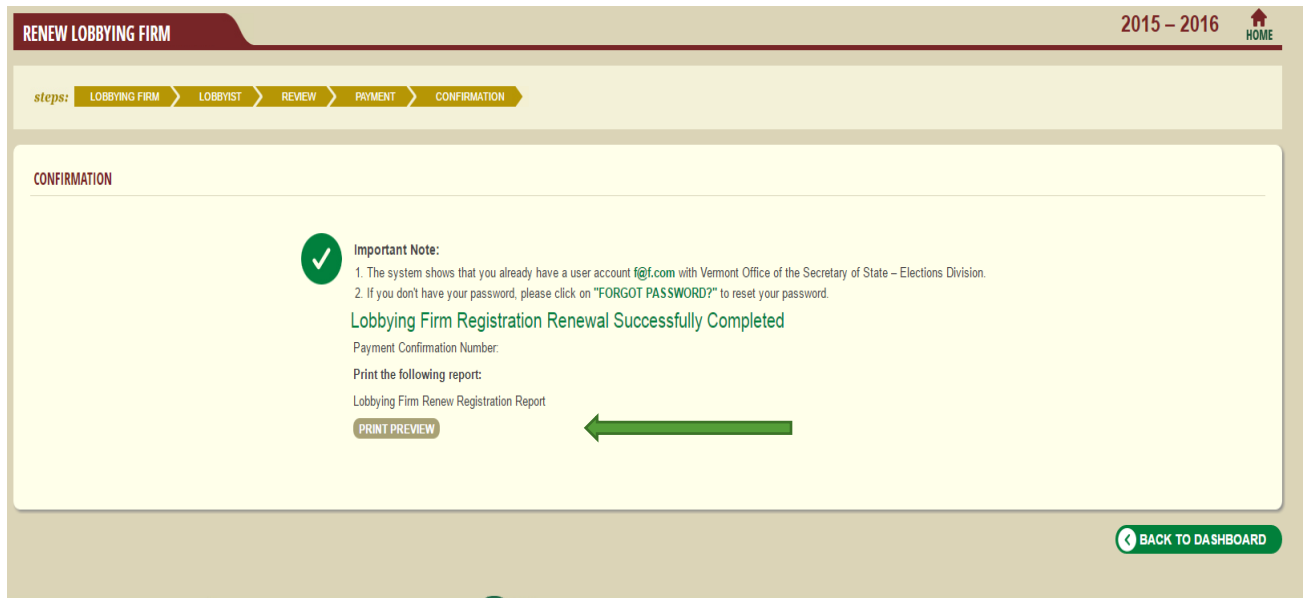
Billing Address: ☐ Same as Registered Address ☐ Overseas Address

\*Street Address:   
\*City:   
\*State:   
\*Zip:

[BACK](#) [PAY & REGISTER](#)

8. You will get your registration confirmation after payment is completed. Please be sure to print this for your records by clicking on “Print Preview”.



9. You have completed the lobbying firm registration process.